

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 18, 1980

## ALL-COUNTY INFORMATION NOTICE I-38-80

TO: COUNTY WELFARE DIRECTORS

SUBJECT: SOC 296 - REVISED REPORTING INSTRUCTIONS

## REFERENCE:

Electronic Data Systems, Federal (EDSF), under contract with the Department of Social Services has implemented a statewide payrolling system for individual providers of In-Home Supportive Services (IHSS). Beginning with the January 1980 reporting period there are certain changes effective for the individual provider data items on the In-Home Supportive Services Monthly Caseload, Hours, and Costs Report (SOC 296). EDSF will be providing each county with statistical information that is to be included on the SOC 296 as well as for your own management purposes.

A monthly report, the "Management Statistics Summary", has been developed by EDSF which contains the necessary individual provider information for the SOC 296. (See attachment A.) The "Management Statistics Summary" will be sent to your EDSF county contact person by the 10th day following the report month. Persons who are responsible for computing the SOC 296 should make contact with the individual receiving the report in your county to prevent unnecessary delays.

In compiling your data for the SOC 296 it is important to remember that the EDSF report contains only individual provider data for your county; no county welfare staff or purchase of service data is included. Counties will continue to be responsible for reporting all items on the SOC 296 report, using a combination of EDSF and county data.

Part A, the Authorized Caseload Movement, requires using a combination of data. It will be necessary for each county to determine the total unduplicated authorized caseload using county records in addition to EDSF information. For Part B, Item 6, Welfare Staff, Item 8, Purchase of Service, and Item 10, Employment Incentive Cases, there are no reporting changes at this time; this data will continue to come from county records.

All the information for Item 7, Individual Provider, is displayed on the "Management Statistics Summary". Counties need only post the data using EDSF information. However, if the data appears questionable, please don't hesitate to call your county EDSF representative before reporting.

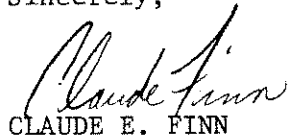
Item 9, Total Paid Cases, Hours, and Costs, will require using both county and EDSF information to produce unduplicated counts. Item 11, Restaurant Meal Allowance Cases, and Item 12, Share of Cost Cases are reported on the EDSF report for the Individual Provider category. Counties must report CWS and Purchase of Services Cases in addition to the EDSF information. Attachment B, the SOC 296 report form, provides a condensed illustration of data sources for your use.

There may be occasions when a county makes a one-time payment to an individual provider which is not entered into the automatic payrolling system, i.e., for yard hazard abatement. When this occurs these data are to be included in Item 7 as well as the case count reported in box coded 76, the hours in box coded 77, and costs in box coded 78.

Because of concerns expressed by counties regarding the SOC 296 and the automatic payrolling system, EDSF is revising both the January and February 1980 Management Statistics Summary. These reports will be sent to counties with the March 1980 report. If there are changes in your EDSF report counties should resubmit their January and February reports along with the regular March report.

If you have any questions regarding these revised reporting instructions, please contact Statistical Services Bureau at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,



CLAUDE E. FINN  
Deputy Director  
Administration

cc: CWDA